

81-0958

1 MAY 1981

DD/A REGISTRY

MEMORANDUM FOR: Director of Personnel Policy, Planning, and Management
FILE: Personnel

VIA: Deputy Director for Administration

FROM: [REDACTED]
Director of Security

SUBJECT: [REDACTED]
Creditable Time Towards the
Three-Year Trial Period

REFERENCE: OP Memo No. 20-2-7, dtd 27 Sept 77
Subj: Three-Year Trial Period Procedures

1. Action Requested: This memorandum submits a recommendation for the concurrence of the Deputy Director for Administration and the approval of the Director of Personnel Policy, Planning, and Management.

2. Background: [REDACTED] entered on duty on 22 September 1980 as a full-time temporary Contract Employee with the Office of Security's Escort Program. On 29 January 1981 [REDACTED] was reassigned to the External Activities Branch in a Staff position, Security Clerk, GS-05. His duties include processing the administrative work of the Unit including telephonic and written requests and maintenance of seven record systems. He also serves as the backup to the Courier and Security Assistant. [REDACTED] is progressing satisfactorily, and the Office of Security wishes to convert him to Staff status as soon as possible.

3. Recommendation: In view of the foregoing, it is recommended that [REDACTED] three-year trial period be waived from 29 January 1981 until he is converted to Staff status.

[REDACTED]

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CONCUR:

ILLEGIB

Deputy Director for Administration

Date

APPROVED: *

STAT

for Director of Personnel Policy,
Planning, and Management

12 JUN
1981

Date

*Approved for all of service to be credited toward 3-yr trial period.

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